

**Southern Nevada Public Land Management Act
ROUND 16 Nomination Package Requirements for
Hazardous Fuels Reduction and Wildfire Prevention**

I. ELIGIBILITY REQUIREMENTS:

The Southern Nevada Public Land Management Act as amended, Section 4(e)(3)(ix) directs funding from the special account to be expended for:

“... development and implementation of comprehensive, cost-effective, multi-jurisdictional hazardous fuels reduction and wildfire prevention plans (including sustainable biomass and biofuels energy development and production activities) for the Lake Tahoe Basin (to be developed in conjunction with the Tahoe Regional Planning Agency), the Carson Range in Douglas and Washoe Counties and Carson City in the State, and the Spring Mountains in the State, that are: (I) subject to approval by the Secretary; and (II) not more than 10 years in duration..”

Hazardous fuels reduction and wildfire prevention (HFRWP) projects may include project level planning, fuels reduction treatment activities, biomass utilization, and biofuels energy development and production activities.

HFRWP projects may be nominated by entities that are specifically named in the three multijurisdictional plans, and/or are signatories to those plans for projects on lands in the Lake Tahoe Basin, the Carson Range in Douglas and Washoe Counties and Carson City in Nevada and the Spring Mountains in Nevada.

II. ROUND 16 NOMINATION LIMITATIONS AND DIRECTION

- A. Nominations are limited to three (3) submissions per entity per category.
 - i. The only exception to this is the Hazardous Fuels category where eligible entities are limited to three submissions per entity per legislative area (the Lake Tahoe Basin, the Carson Range in Douglas and Washoe Counties and Carson City, and the Spring Mountains in Nevada.).
- B. Interagency projects (those with two or more participating entities) must identify a lead agency.
 - The lead agency must be qualified under the Focus List rules within the project category.
 - An interagency project nomination will count as one of the lead agency’s three nominations.
 - Other entities may participate in the interagency project even if otherwise unqualified within the category under the Focus List rules.
 - No more than three (3) interagency projects per category for which any participating agency does not otherwise qualify to receive funding will be included in the Round 16 final recommendation for funding to the Secretary of the Interior.
- C. Entities are to limit nominations to the best value option for a viable project. That is, nominated projects are to be cost effective while maintaining quality. In addition, nominating entities are to ensure that the projected cost estimates are as accurate as possible.

- D. Except where provided by the SNPLMA legislation relative to the ENLRP category, nominations may not identify non-eligible Federal agencies, organizations or other entities as proposed to receive project funds through contracts and/or agreements to implement or assist in implementing the project.
- E. The EC emphasized that the SNPLMA Strategic Plan for 2015-2019 is the guiding document for all nominations in Round 16. The EC has identified three values on which to focus SNPLMA implementation over the next five years: sustainability, connectivity, and community. These three values are going to be applied in ranking of project nominations. **Therefore, every nomination must explain which of the three values is/are promoted by the project and, if so, in what way.** In drafting the explanations, consider the following guidance:
 - i. Implementation of the SNPLMA Program will contribute to the three values by emphasizing projects that:
 - Restore and protect healthy and resilient landscapes that connect important habitats and protect the integrity of the human and biological communities;
 - Provide outdoor recreation opportunities that improve the quality of life for the public and encourage interaction with nature; and
 - Incorporate durability, relevancy, and shared support to ensure benefits in the near and long term.
 - The above areas of emphasis are addressed through two redefined Goals in the Draft Strategic Plan:
 - Goal 1: Sustain the quality of the outdoor environment by conserving, preserving, and restoring natural and cultural resources.
 - Goal 2: Improve the quality of life for all publics in urban and rural communities by enhancing recreational opportunities that connect people with the outdoor environment.
- F. In addition to any maps that may be required under category-specific guidance, nominations are to include a map that supports the proposed benefits of the project relative to the Draft Strategic Plan values of sustainability, connectivity, or community. For example, an environmentally sensitive land acquisition claiming contribution to opening or maintaining access to a migratory corridor would include a map showing the location of the migratory corridor in relation to the nominated lands. ENLRP or Fuels projects would include a map showing other similar projects completed, planned, or underway in the same general area as a way of demonstrating connectivity of the projects over the landscape.

III. GENERAL FORMATTING AND SUBMITTAL REQUIREMENTS

- A. **Nomination period duration is 60 days, beginning Tuesday, March 1, 2016, and ending Friday, April 29, 2016.** Nomination packages must be received by close of business, 4:30p.m. Pacific Time on April 29, 2016. Late submissions cannot be considered. The nomination process for Round 16 will be expedited with a goal of obtaining approval by the end of the 2016 calendar year.

NOTE: Due to the earlier opening and expedited process for Round 16, in order to provide optimum opportunity for all eligible entities to benefit from the SNPLMA funding program, the SNPLMA EC has determined that Round 17 will open for nominations in March of 2017. The nomination process for Round 16 will be expedited with the goal of obtaining approval by the end of the 2016 calendar year.

- B. All **Hazardous Fuels Reduction and Wildfire Prevention** nomination packages are to

be submitted to:

Robert Wandel, Program Manager
Bureau of Land Management
SNPLMA Division
4701 N. Torrey Pines Dr.
Las Vegas, NV 89130

- C. Submit one hard copy and one electronic copy (CD) of the nomination. Text should be created in MS Word '97 or higher with a 1" margin on all sides in either 12-point or 11-point font size, printed double sided on 8-1/2" X 11" paper, including maps. The electronic version must match the hard copy version. Hard copies should be clipped or stapled, not hole-punched or bound.
- D. All images should be integrated into the Word document to create a single electronic document. Photographs should be grouped together, two per page, at the end of the document, rather than scattered throughout the text. Photographs, maps, and letters should be scanned in .jpg format and inserted into the text document.
- E. Original .jpg images of photos and maps should also be included separately on the CD, so they are readily available for use in the nomination database for production of the Executive Summaries and for use in PowerPoint presentations produced during the nomination cycle.
- F. All nomination packages, including disks and CDs, become the property of the BLM Southern Nevada District Division of SNPLMA Acquisition, Improvement and Conservation Programs and will not be returned.
- G. All instructions, requirements and due dates must be met for the nomination to be accepted. However, time permitting after the nomination due date, nominators will be notified if their nomination package is incomplete or otherwise does not meet requirements and allowed a brief period **until May 6, 2016, to provide missing or updated information.** If missing information as identified and requested by the SNPLMA Program Manager is not received by this due date, the nomination will not be accepted and will not be forwarded for consideration.

Ranking criteria for each category can be found at:

<http://www.blm.gov/nv/st/en/snplma/implementation.html>

IV. ROUND 16 NOMINATION CONTENT REQUIREMENTS -- ALL CATEGORIES

- A. Indicate the project timeframe in years and months. Standard timeframes approved by the EC are: Land Acquisitions = 2 years; ENLRP = 4 years; PTNA, Capital Improvements, MSHCP, and Conservation Initiatives = 5 years; Fuels = 6 years. If the nomination proposed a longer timeframe than the standard for the category, the nomination must fully justify the scope and time required as opposed to scoping the project to be completed within the standard timeframe.

Please do not indicate definitive dates in your application, as delays in processing funding instruments can affect your ability to initiate projects.
- B. A cover page including the following: the submitting entity's name and logo, if applicable; the SNPLMA round and category; the project title which reflects and captures the nomination content; the amount requested; contact person/project manager with phone, fax, and e-mail.

- C. Include a latitude and longitude location reference point for purposes of locating the project area on a map on the SNPLMA website, using degrees, minutes, and seconds (e.g. N 36° 52' 45" /W 112° 12' 10").
- D. Nominations must clearly describe the relationship of the nominated project to previous phases and anticipated future phases, if any. Provide the estimated total cost of all phases of the project; confirm that the current nomination will result in a stand-alone, viable project and acknowledge that there is no guarantee or expectation of funding for future phases. The project title may only include the term "phase" when the project is a direct phase of a previously approved SNPLMA project, or if the project is the first phase of a series of stand-alone future nomination phases.
- E. Nominations are to address whether or not there will be contributed funds directly applicable to completion of the project within the timeframe and scope of the proposed project. Funds from other sources to complete work prior to the project or for post-completion activities such as operations and maintenance or later enhancements are not considered contributed funds.
- i. If either an in-kind or cash contribution is identified, a written commitment must be documented on official letterhead or stationery of the contributor and submitted as part of the nomination. In addition, the Estimated Cost Worksheet should reflect the amount of the contribution in the space provided at the bottom of the form. Do not include the amount of contributed funds in the amount requested for the project.
 - ii. In-kind contributions include volunteer labor, professional services, or contributed material and equipment. Project nominations that identify in-kind contributions must submit a breakdown of the valuation of these contributions. The breakdown of these contributions may include:
 - (1) Volunteer labor valuations should be computed at the rate used by the Department of the Interior, which is currently \$21.36 per hour;
 - (2) Salaried employees' actual hourly rates plus the value of any fringe benefits received;
 - (3) Actual costs for material, equipment and supplies.

Agency/entity overhead costs may not be included in determining in-kind contributions.

- F. **Nominations in all categories must contain a specific statement of the purpose of the project; that is a "Purpose Statement."** The purpose statement must be clear and specific following a "who, what, where, why" format that identifies:
- The eligible agency/entity that will carry out the project.
 - The action to be taken (e.g., construction of a facility, park, or trail; refurbish picnic area "A;" restoration of a historic structure; excavation of a cultural site; acquisition of land; protection of paleontological resources; conduct environmental awareness training for educators; etc.).
 - The physical location where the project will be carried out. The statement must identify the specific facility, physical plant, or other physical location within a specified area managed by the agency/entity ("management area") where the project will be carried out. Except for PTNA and Capital Improvements which may identify only one location, the nature of the category may result in the identification of multiple locations within a project area (e.g., a conservation initiative to monitor habitat for a given species at the two locations where it exists in Clark County; a hazardous fuels project that covers multiple locations of invasive species within an identified project area, etc.).

- The outcome of the project (e.g., to improve visitor safety, to protect specified natural resources, to improve access).
- G. Following the purpose statement, the nomination must then include the project deliverables as defined below. The purpose statement along with the deliverables identified to accomplish the purpose will be used to determine project completion and acceptability of future scope change requests. There are three categories of deliverables described below:
- **Primary Deliverables:** Primary deliverables are those that must be completed at a minimum in order to complete the project and accomplish the purpose. Identify the size, quantity, anticipated site and configuration, and whether or not those elements are contingent upon the final results of design, planning, cost estimates, public scoping or other studies, analyses, or reports.
 - ♦ Examples:
 - Replace 3 to 5 permanent picnic tables in picnic area A and construct 2 picnic pavilions;
 - Acquire title to Property C, approximately 250 acres with riparian habitat and wetlands of +/- 100 acres;
 - Construct a non-motorized trail 6 feet wide from point X to point Y
 - **Anticipated Deliverables:** Anticipated deliverables are those that are desirable and beneficial, but not minimally necessary to completion of the proposed project and project purpose. Their inclusion will be based on the results of final planning, design, cost estimates, public scoping, or other studies, analyses, or reports. The cost estimate for the project should include the cost of completing anticipated deliverables that are likely to be included unless the results of such studies, analyses, or reports determine that they should not be developed. (See the first two examples below.)

The cost estimate should not include the cost of anticipated deliverables that are planned for inclusion only if sufficient funds remain after completing the primary deliverables. This is to avoid inflating project funding requests over the best-value option to address the cost of components/elements that are not necessary to completion of the project and project purpose. (See the third example below.)

 - ♦ Examples:
 - Construct 1 new picnic pavilion in picnic area A pending public scoping results that indicate the pavilion will be utilized;
 - Acquire water rights if available for Property C pending review of a water rights ownership report and determination of the quantity that can be put to beneficial use;
 - Include lighting along the trail from point X to point Y if final cost estimates for construction allow inclusion within the amount requested to complete the project.
 - **Standard Deliverables:** Standard deliverables are those actions/activities that are generally accepted by the agency/entity, and/or by industry standards as necessary to complete the aforementioned Primary and Anticipated deliverables. Standard deliverables can be identified in the project workplan rather than in the nomination, but the cost of completing the standard deliverables must be reflected in the project cost estimate.

- ♦ Examples:

Deliverables which are typically addressed in the cost estimate worksheet but not always identified as deliverables in the nomination that would be standard deliverables are:

- NEPA for a land acquisition (vs. NEPA that is a primary deliverable for other types of projects);
- Appraisal to determine market value of rights in land to be acquired;
- Boundary survey to determine acreage; and
- Surveys for trail construction

Other examples that may not be line items in budget estimates or identified in the nomination but that must be completed to accomplish the Primary or Anticipated Deliverables and therefore would be defined as standard deliverables are:

- Public scoping;
- Developing scopes of work for contracts;
- Writing a request for bids;
- Submitting and obtaining management approval of project documents;
- Submittal for review and approval by agency management; and
- A specialist's review of project documents.

- H. Nominations in all categories should identify all relevant SNPLMA Performance Measures with a minimum of one. ([A link to the Performance Measures is available under the on the SNPLMA website under the Strategic Plan menu selection at \(http://www.blm.gov/nv/st/en/snplma/snplma_strategic_plan.html\)](http://www.blm.gov/nv/st/en/snplma/snplma_strategic_plan.html)). To meet this requirement, the nomination must describe accomplishments in the form of “outcomes and outputs” that are linked to specific Performance Measures. Use the following as an example:

Outcome: Increase visitor awareness and appreciation for the Mojave Desert through educational programs and products. Achieving the following outputs will accomplish this outcome:

- Output (Primary or Anticipated Deliverable): Conduct 15 education programs for teachers and students in Clark County. The SNPLMA Performance Measures include:
 - Performance Measure O7 – Number of Interpretive or Educational Presentations Given and/or Community Events Participated In or Hosted (each presentation is reported as one unit).
 - Performance Measure O5 – Number of Outreach Contacts Made (each individual reached is reported as one unit).
- Output (Primary or Anticipated Deliverable): Update 5 visitor center static displays by replacing/upgrading them with multi-media interactive displays. The SNPLMA Performance Measure is:
 - Performance Measure O6 – Number of New Interpretive or Education Publications/Signs/Kiosks/Displays/etc. Produced (each item produced is reported as one unit).

- I. Identify the level of readiness for the project in terms of staffing, resources, NEPA, initial planning, inter-agency coordination, SHPO consultation, identification of funding and responsibility for operations and maintenance once completed, etc. that will allow your agency/entity to request funds and begin implementing the project within one year of

notification of funds availability. Beginning this round, the Executive Committee may look favorably at projects that are most prepared to begin implementation.

NOTE: Implementation of projects (i.e., starting actual project work) within one year of notification of funds in the Special Account became a requirement beginning in Round 13, as part of a Decision Memorandum signed by the EC on August 1, 2011.

NOTE: The Partner's Working Group and the EC will be provided with SNPLMA database information on past performance and projects of concern which will be factored into decisions for funding recommendations.

HAZARDOUS FUELS AND WILDFIRE PREVENTION RANKING CRITERIA

Four criteria will be used by the subgroup to evaluate, score and rank nominations in this category. Planning projects are evaluated on the anticipated results and methodology of the resultant project. The subgroup reserves the right to elevate the top ranking project from each geographic area in its recommendation. The total points available for each criteria is shown to the right of the criteria. The factors used to score the criteria are listed below it with the points available for each factor. The factor scores are cumulative to make up the total points available for each criteria. Unless otherwise indicated in the factor, score each factor on a sliding scale.

1. Improves the community within and/or adjacent to the project area.	Points = 25
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Factors:

A. Addresses immediate public health and safety and community infrastructure.	
1. Project is within the Defense Zone, generally an area within 0.25 mile of life and property, as depicted by the most current Wildland Urban Interface (WUI) map in the applicable plan.	15
2. Project is within the Threat Zone, generally an area between 0.25 mile and 1.50 miles of life and property, as depicted by the most current WUI map in the applicable plan.	10
3. Project is within the general forest or other lands beyond the WUI (generally greater than 1.5 miles from life and property), as depicted by the most current map in the applicable plan.	5
B. Promotes protection of source water (rivers and lakes) or municipal watersheds.	5
C. Project includes education and outreach to the community on Living with Fire or Fire Adapted Communities and/or the importance of fuels reduction on federal, state, and local government land.	5

Select the most appropriate Factor (A1, A2, A3) and award all points indicated. Score Factors B and C on a sliding scale.

2. Improves the connection of fuels reduction activities and wildlife habitat.	Points = 30
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Factors:

A. Project connects previously treated areas to create or increase contiguous blocks of treated land.	10
B. Project protects or enhances wildlife habitat and/or resilient vegetative communities.	10
C. Project enhances the effectiveness of other treatments in progress or complete.	10

3. Improves sustainability of the multijurisdictional 10-year plans, environment, and financial resources.	Points = 25
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Factors:

A. The project will:	
1. Improve the sustainability of the forest health and ecosystem function (e.g. stand density, desired species mix and age, tree health, etc.)	8
2. Improve habitat for sensitive species and Threatened and Endangered species. Includes mitigation and/or minimization measures when treatment in sensitive habitat is unavoidable.	7
3. Include broadcast prescribed fire for resource management objectives for sustainable landscapes.	5
B. The method of treatment is fiscally responsible for the project area by balancing resource objectives, values at risk, and cost per acre factors or cost-benefit analysis.	5

4. Demonstrates sound project management and quality control measures	Points = 20
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Factors:

A. Project goals and implementation processes are clear, measurable, achievable, and demonstrable.	5
B. Project proponent has the capacity to implement this project in a timely manner (contractor and staff availability, no backlog of current projects, etc.) and within budget.	5
C. Is a phase or related component to a previously funded project.	5
D. Has identified committed non-SNPLMA sources of funding or in-kind contribution in the development and/or implementation of the project.	5

Total Possible Points	100
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